

Transmit Returns to TAX

Process

[TRANSMIT LOCAL FILED RETURNS TO TAX](#)

Effective Date

01/01/2017

Purpose

This task is performed by personnel in the locality responsible for mailing tax returns to TAX. The Commissioner of Revenue's Office Locality Representative performs this task after the returns have been sorted, screened, and prepared for transmittal to TAX.

Special Notes

- Completed work **must be transmitted** promptly to TAX. Daily transmittal is encouraged during peak season. Weekly transmittal is encouraged in the off-peak season.
 - Peak Season = January through May and October
 - Off-Peak Season = June through September and November through December
- Returns should always be accompanied by a LAP-Sort 1 or LAP-Sort 2 document, depending on the type of work being transmitted.

Procedure

Responsibility

Commissioner of Revenue's Office Locality Representative

Steps

1. Gather all tax return bundles with attached transmittal documents to be shipped to TAX for processing.
2. Ensure all documents in each bundle are aligned in the same direction.
3. Verify that an identifying Form LAP-Sort document has been placed on the front of each bundle.
4. Place bundles in a plain cardboard box or envelope for shipping. NOTE: All categories of returns can be shipped in one box.
5. Retrieve and prepare a Locality Shipment Form.
Please refer to Form: [Locality Shipment Form](#)
 - A. Enter the following information on the Locality Shipment Form:
 1. Locality Name
 2. FIPS Code
 3. Mailing Date in month, day, and year sequence.
 4. Shipment Number
 5. Number of Envelopes/Cartons
 - B. Circle Envelope or Carton, as appropriate.

- C. Make a copy of the Locality Shipment Form.
- D. Enclose the original Locality Shipment Form in the first envelope or carton.
- E. File the copy of the Locality Shipment Form as outlined in your office's procedures.
- 6. Close and secure the envelope(s) or carton(s) using shipping tape.
- 7. If more than one envelope or carton is being shipped, label the envelopes/cartons beginning with "1 of ___ Cartons" (or Envelopes) on the top of each carton/envelope.
- 8. If shipping envelopes, ship to:
Virginia Department of Taxation
Tax Processing Operations
Post Office Box 1336
Richmond, Virginia 23218-1336
- 9. If shipping cartons,
 - A. If using United States Postal Service, ship to:
Virginia Department of Taxation
Tax Processing Operations
Post Office Box 1336
Richmond, Virginia 23218-1336
 - B. If using other postal carrier services (such as UPS, FedEx or DHL), ship to:
Virginia Department of Taxation
Tax Processing Operations
1957 Westmoreland Street
Richmond, Virginia 23230

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